

Jr. 76ers Camps Canteen Supervisor Job Description

Are you looking for the best summer job ever? Look no further because Jr. 76ers Camps is hiring a **Canteen Supervisor** to work at our overnight camp at Valley Forge Academy & College in July!

Join our mission-driven team for a fun and rewarding summer! Our team members are expected to make a positive impact on children. Jr. 76ers Camps Staff will receive comprehensive training, professional development, resume building and networking opportunities:

- internships and field work opportunities for graduate and undergraduate students
- coaching positions with continuing education and leadership opportunities
- great summer schedule
- competitive compensation
- employee referral bonus program

What will you do all summer (in addition to having fun with campers and fellow team members)? The **Canteen Supervisor** is responsible for:

- Providing administrative support to the Site Director, running the camp store on a daily basis
- Serving as a liaison between 76ers staff and camp families; and camp operations
- Providing a safe and fun learning environment and serving as a positive role model

Position Objective/Purpose

Jr. 76ers Camps is hiring motivated Canteen Supervisors who believe in our mission, build positive relationships and ensure the well-being of our campers.

Position Scope Factors

Canteen Supervisors manage all aspects of the camp store Sunday to Friday. Canteen Supervisors work four (4) weeks in July and start and end times may vary.

Essential Job Functions Responsibilities

- Serve as a point person for camp families; regarding camp store
- Greet campers and their guardians upon their arrival; at check in/out processing
- Perform general clerical duties such as copying, mailing and filing
- Maintain inventory of camp supplies and complete assigned paperwork
- Work effectively and collaborate with co-workers
- Complete assigned paperwork
- Serve as a positive role model to campers
- Exhibit 76ers Basketball Camp Core Values at all times and adhere to all company policies
- Follow the 76ers Basketball Camp Code and maintain the 76ers Basketball Camp Look (uniform appearance) at all times
- Demonstrate 76ers Basketball Camp Virtues of Character (Gratitude, Respect, Trustworthiness, Effort, Kindness, Positivity, Resilience, Community) in camp on a daily basis
- Have fun and have that trait be recognizable by staff and campers.
- Other responsibilities as assigned

Essential Job Functions - Working Conditions and Physical Requirements

- Push/pull, lift and carry a minimum of thirty-five (35) pounds across campus

- Respond to emergency situations
- It is understood you will complete all trainings and pre-employment credentials required by ESF and the state you are working in.
- Possess physical capacity to fulfill all essential job functions responsibilities listed above

Position Competencies for Success

- Understand and support the mission of the organization
- Commit to the growth and development of 76ers Campers
- Work effectively with others in all levels of the organization in a professional manner
- Be responsible, reliable, and safe
- Always have a positive, can-do attitude
- Be patient, caring and creative
- Produce consistent, high-quality work
- Demonstrate excellent judgment; identify problems and work quickly to find solutions
- Be a flexible, adaptive and a team player
- Desire to make a difference in the life of a 76ers Camper

Experience Requirements

- Minimum one (1) year of experience working in an administrative and/or customer service role
- Previous experience working with children preferred

Education Requirements

- Bachelor's degree required

Other Skill Requirements

- Outstanding communication skills: These include the ability to use oral and written skills that are clear, concise, and grammatically correct in all aspects of professional interaction with campers, their families, peers, leadership team and the larger community.
- It is understood you will complete all trainings and pre-employment credentials required by Jr. 76ers Camps and the state you are working in.

Covid 19 Health & Safety Protocols

Jr. 76ers Camps have developed and will be implementing an Advanced Safety Plan to ensure our campers, team members, and parents thrive in a safe environment. This plan includes detailed safety measures in the following areas. Team members will be trained on all protocols and full compliance is expected.

- Limited enrollment and smaller group sizes
- Camper & staff screening with use of Personal Protective Equipment (PPE)
- Cleaning, disinfection & handwashing
- Premier outdoor facilities
- Reasonable contact reduction, including social distancing practices
- Symptom Management Action Plan
- Specialized Safety Training

Reporting Relationship(s)

- Reports directly to the Residential Director. May also take direction from the Basketball Director, Assistant Director, or General Manager.